

State of Louisiana
Office of State Uniform Payroll
BUNDL USER ID REQUEST

CT NUMBER: _____

AGENCY NAME: _____

OPERATOR NAME: _____

TELEPHONE NUMBER: _____

STREET ADDRESS: _____

(P.O. Box is not acceptable)

COMMENTS: _____

ARE YOU CURRENTLY _____

A BUNDL USER? (If so, list ID - e.g. ISIS BUNDL ID)

NETWORK PRINTER ID: _____

(Must be a printer already assigned to BUNDL via a Printer Configuration form)

PERMISSIONS: CT _____ PRN _____ SECT _____ UNIT _____

APPROVED BY: _____ DATE ____/____/____

(Approving authority must be headquarters personnel)

SUBMIT TO: **UPS HELP DESK, 1ST FLOOR CAPITOL ANNEX, RM 132-B, BATON ROUGE, LA.**

TO: _____

Your request has been processed. Your User ID, password, and mailcode assignments are listed below:

User ID: _____ Password: _____

Mailcode(s): _____

To access the BUNDL view reports menu, do the following:

- 1) at the DOA screen, type **CI** and press the **ENTER** key.
- 2) at the CICS Prod screen, type **VIEW** in the TASK-ID field,
- 3) type **your assigned USER-ID** in the USER-ID field,
- 4) type **your assigned password** in the PASSWORD field, and
- 5) then press the **ENTER** key.

The system will prompt you to enter a new password. Passwords must be 4 to 8 characters, no triple letters or spaces. After the new password is entered, press **ENTER** to retrieve the BUNDL Main Menu.

For unsuspension of User-IDs or to cancel BUNDL print, call OIS User Services at (225) 342-4730

